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## LOG IN

Full-Members can access additional functionality by logging into their local CIE website including the ability to search all listings, comps, save searches, set-up property alerts, create reports and listing catalogs, send broadcast email and more.

- Click **Log In** from your CIE website home page.
- Enter your **Username** and **Password**.
- Check the **Keep Me Logged In** box.

TIP: Keep Me Logged In will allow you to stay logged into the site for two weeks without having to re-enter your information. If you log out, you will need to enter your username and password to access the member side of the site.

- Click **Log In**.

## Forgot Your Username or Password?

- Click **Help?**
- Enter your **Username** or **Email Address**.
- Click **Submit**. Your username and/or password will be emailed to you.

TIP: You can also contact the Help Desk at 877-595-LIST (5478) or email: [help@catylist.com](mailto:help@catylist.com)

## Market Monitor

Once logged in, you will be taken to Market Monitor. Market Monitor is your central console for accessing all features of the website including running searches, managing listings, updating account information, accessing marketing tools, and much more. Using stored preferences, it also provides information about the activity on your account and CIE over a predefined time period (today, yesterday, past 7 days):

- Properties are added, modified or removed from any catalog or saved search
- Newsletters, documents and more are posted by the CIE administrator
- Events are added or occurring within 7 days for the CIEs
- Commercial Real Estate news articles are posted on dozens of sites
- Matching properties are added or modified to the CIE
- Matching “Wants/Needs” are posted
- Matching property emails are broadcasted
- Matching comparables (recent sale/lease transactions) are added

You can receive automatic notifications of all of this information either daily or weekly via email or RSS/Atom.

**TIP:** Click the CIE header from anywhere in the site to return to this console.

The screenshot displays the Market Monitor dashboard for a user named John Gordyl. The dashboard is divided into several sections:

- Header:** Includes the CBOR logo and navigation links: Home, Search Properties, Find a Professional, My Listings, My Account, About CPix, Help, and Log Out.
- Welcome Message:** "Welcome, John Gordyl".
- Activity Today:**
  - My Saved Searches, Catalogs:** No activity.
  - Office, Special Purpose and Vacant Land in MI:** 2 listings were added and 5 listings were updated. 1 new want/need was added.
  - CPix:** 2 new listings and 1 completed lease transaction were added and 22 listings were updated on CPix.
  - Commercial Real Estate News:** 8 articles were posted.
- Activity Yesterday:**
  - My Listings:** Your property listings were viewed 4 times.
  - My Saved Searches, Catalogs:** No activity.
  - Office, Special Purpose and Vacant Land in MI:** 19 listings were added and 37 listings were updated. 2 new sale transactions were completed. 1 new Email was sent.
  - CPix:** 47 new listings and 4 completed sale transactions and 2 completed lease transactions were added and 88 listings were updated on CPix.
  - Commercial Real Estate News:** 13 articles were posted.
- Right Sidebar:**
  - My 125 Existing Listings**
  - My 19 Completed Transactions**
  - Add a Property Listing**
  - Search CPix**
  - Look up Address**
  - Send an Email**
  - Post a "Want/Need"**
  - Marketing Tools:**
    - Email Marketing:** Email 120,000+ Industry Professionals.
    - Market Research & Demographics:** Research over 7,500 Demographic Variables.
    - Website Design & Search Engine:** Display Properties on your Website.
    - Contact Database (CRM):** Manage your Client Relationships.
    - Custom Print Design:** Let us create your Print Market Material.
    - Marketing Outsourcing:** Outsource your Marketing to Catylist.
  - Online Training:** Sign up now for one of our free weekly training sessions, and increase your productivity.
  - Sponsors**

## ADD PROPERTY LISTINGS

You must **login** before adding a listing.

- From the CIE home page, click **Add a Property Listing** or **Login**.
- From Market Monitor, click **Add a Property Listing** located on the right hand side of your screen.
- Enter a **Listing Title**, **Property Type**, and **Location**.

**TIP:** If your listing is available for both Sale and Lease, select either one. After you have created and saved the listing, you can create the other For Sale or For Lease entry by simply clicking the Sale/Lease drag-down menu on the Manage Property Listing page, and choosing the 'Create Sale Listing' or 'Create Lease Listing.' For further details on the Manage Listing page, please see Adding For Sale or For Lease to an Existing Listing later in this document.

- Enter ALL FIELDS of requested information
- Click **Create New Listing**.
- Using the tab format, enter the applicable information. Tabs with required fields are highlighted in red.
- After the location data is entered, you can confirm the map location for the listing. If the location is mapped correctly, you can move to the Listing Information tab. If the location maps incorrectly, simply point and click the correct location on the map and select the **Update** button.
- You can navigate from section to section by using the **Next** button located at the bottom of each profiler. You do not need to use the "Save" button until you are done entering information and are ready to return to the listing overview.
- Once the required fields in the General Information section have been completed and saved, you may select any section or tab to enter additional information.

**TIP:** If you have trouble saving the listing, try removing any non-numeric characters, such as \$ signs and decimal points from your entries, and then save again.

**NOTE:** Your session will expire one hour after inactivity on the site, although you will be notified when your session is about to expire. Make sure to click save to avoid losing unsaved data.

- If your session does expire, close the window and re-enter the information.

The screenshot shows the 'Add Property Listing' form with the 'Listing Details' tab selected. The 'General Information' section is expanded, showing several required fields marked with a red border and an asterisk. The 'Listing End Date' is set to 03/02/2009. The 'Listing Name' is 'Phoenix NNN Investor'. The 'Sign Visible' field has 'No' selected. The 'Display Price?' field has 'No' selected. The 'Property Subtype/Proposed Use' dropdown menu is open, showing a list of options: Outlet Center, Power Center, Regional Mall, Strip Center, and Theme/Festival. The 'Strip Center' option is currently selected. The form also includes tabs for 'Location', 'Space', 'Images & Media', and 'Contacts' at the top, and sub-tabs for 'General Information', 'Area & Location', 'Building Related', 'Land Related', and 'Details' within the 'Listing Details' tab.

## For Lease Listings Only

- One suite will be created during the initial listing creation process
- To enter additional suite(s) click the **Space** tab and then the **Add Suite** button
- Add the **Suite** information.

TIP: Even if your listing does not technically have a suite number, you **must** enter one. You may simply call it suite "1".

- Enter the required fields indicated in red.
- Click **Save Suite Info**.
- To add multiple suites, repeat the process above.

TIP: You must click the Save Suite Info button to save your data. Clicking to go to a different profiler section will not save the current data on this page.

## Add For Sale or For Lease to an Existing Listing

If the listing is also For Sale or For Lease, click **Manage Property Listings**.

- To select the listing, click the **Property Title**, **Edit Listing** or the listing **Photo**.
- Click the **"Sale/Lease"** drop-down to **Create Sale/Lease Listing**.

TIP: Information from the current For Sale/For Lease listing will be pre-populated, including photos and media, eliminating the need for redundant data entry.

- Enter additional required information.
- Click **Save**.

TIP: From this point forward, each listing must be maintained separately.

### Manage Property Listing


Welcome, Gary L. Lillie

Back to: [Manage Property Listings](#) **EDIT** **PROMOTE** **TRACK**

Your listing is ACTIVE.  
Enter additional details, contacts, or attachments using the tabs below. Once your presentation is complete, use the "Promote" button above to choose how to market your listing, and the "Track" button to monitor the results.

#### Office building: Taylor, MI

ID - 1373675 [Copy](#) | [Delete](#)



Property Type Office

Sale/Lease For Sale

Status For Sale

Actions [Preview](#) [Verify \(?\)](#)

Address: 9025 - 9029 Pardee  
Taylor, MI

Size: 4,275 SF

Price: \$450,000

Updated: 3/24/2008

Expires:

Added:

## Promote Your Listing

Once your listing is complete, click the **Promote** arrow located at the top of the page to market your listing online to multiple listing services and websites, via print, broadcast emails, and more! Click through the tabs to make sure your listing is receiving maximum exposure.

## Catylist Data Sharing – Listing Access Permissions

You control *how much* information is shared with public viewers and the private members for each listing as well as each exchange.

- For each exchange, click **Preferences**, to set access levels.

**TIP:** If you restrict access to *Basic* or *Limited*, viewers will need your Full Access password to unlock all information contained within the listing. (Viewers obtain this password by contacting you directly.)

- Public Exposure** refers to information available to all viewers.
- Member Exposure** refers to information available to members and requires a Login to view.

The screenshot shows the 'Property Listings' page for user Gary L Lillie. It includes navigation buttons for 'EDIT', 'PROMOTE', and 'TRACK'. Below these are tabs for 'List Online', 'Email', and 'Print / Export'. The main section is titled 'Market your listings through the following channels' and lists two exchanges: 'Commercial IQ' and 'Commercial Property Information Exchange (CPIX)'. Both have a 'FULL EXPOSURE' status and a 'Preferences' link. A red box highlights the 'Public Exposure' and 'Member Exposure' settings for both exchanges. In the 'Public Exposure' section, the 'Full' option is selected, indicating 'All information is visible'. In the 'Member Exposure' section, the 'Full' option is also selected, indicating 'All information is visible'. Other options include 'Basic' (Restricted to basic info & images) and 'Limited' (Restricted to info in search results).

## Access Levels

	Overview	Details	Available Space	Attachments	Maps	Comp Info
<b>Full Access</b>	X	X	X	X	X	X
<b>Basic Access</b>	X	-	-	-	-	-
<b>Limited Access</b>	-	-	-	-	-	-
<b>Offline Access</b>	-	-	-	-	-	-

TIP: The chart above summarizes the options for setting listing access permissions. The available options may also depend on your membership type, and whether you hold a real estate license. For more information, please contact the [Catylist Help Desk](#).

## Maximize Your Listing Exposure

To maximize listing exposure, click **Find out More** for additional information on how to push your property to our partner websites without redundant entry.

This is a FREE service for Catylist Full-Access members.

The screenshot displays the 'Property Listings' interface for a user named Gary L. Lillie. At the top, there are navigation buttons: 'Back to: Manage Property Listings', 'EDIT', 'PROMOTE', and 'TRACK'. Below these, there are buttons for 'List Online', 'Email', and 'Print / Export'. The main section is titled 'Market your listings through the following channels' and lists several partner websites, each with a 'FULL EXPOSURE' button and a 'Preferences' link. The channels listed are: Commercial IQ, Commercial Property Information Exchange (CPIX), Michigan Economic Development Corporation, Sperry Van Ness | Lillie & Associates LLC, RE Business Online, Heartland Real Estate Business, Google Base, CIMLS, Lycos / Oodle, Vast, and Zana Broadcast Network. Each channel entry includes a brief description of the platform and a 'Find out more' link.



## ADD IMAGES, DOCUMENTS & MULTI-MEDIA TO A LISTING

You must **Login** before you can add images and media to your listing.

- From Market Monitor click **My XX Listings** or click **My Listings** located in the main navigation bar.
- Click the **Property Title** or **Edit Listing** of the listing to add a photo to.
- Click the **Images & Media** tab.

TIP: To add a photo to a *new* property listing, click **Add a New Property Listing**, enter the general information and then click the **Images & Media** tab.

- Select **Media Type**.
- Click **Browse**. Search through your computer's drives to find the media type you are looking for.
- Click on the file you wish to add and click **Open**.

TIP: Acceptable Image Files include JPG, GIF, TIF, or BMP files. Save images in Windows RGB format. File size must be less than 10 MB.

- Provide a **Title**.  
(Optional).
- Provide a **Caption**.  
(Optional).
- Click **Upload**.
- To add multiple images and documents, click **Add New Image**.

TIPS:

The image will be added as the main display photo for your listing. If you choose to upload multiple images, you may change the default image at any time by clicking the default radio button located next to each uploaded image.

Use the up/down arrows to determine the order that you would like the images to appear on your listing. Click **Update** to save order settings.

If the image is fuzzy, try uploading a higher resolution photo or rescanning at a high resolution, i.e. 200 DPI.

## Add a Photo to Your Professional Profile

- Click **My Account** located in the main navigation bar.
- Click **Edit Profile**.
- Click **Personal Photo** from the Profiler Section.
- Click **Browse**. Search through your computer's drives to find the picture you are looking for.
- Click the file and then click **Open**.
- Click **Upload Image**.
- Click **Save & Exit**.

### TIPS:

Clicking to go to a different profiler section will not save the current data on this page. You must click **Save & Exit**.

If the image is fuzzy, try uploading a higher resolution photo or rescanning at a high resolution, i.e. 200 DPI.

The screenshot shows the CPIX (Michigan's Commercial Property Information Exchange) website. The user is logged in as Gary L Lillie. The page displays his professional profile, including contact information, a photo, and a list of actions he can perform. Below the profile, it shows his affiliation with Sperry Van Ness | Lillie & Associates LLC and his active membership in CPIX.

**CPIX** Michigan's Commercial Property Information Exchange

Home Search Properties Find a Professional My Listings My Account About CPIX Help Log Out

**Professional Profile** Welcome, Gary L Lillie

**Gary L Lillie**

Role Agent/Broker  
License ID 6502126333  
Phone (734)663-6694  
Fax (734)663-7473  
Mobile (734)730-4408  
Toll-Free (800)345-6694  
Email gary.lillie@svn.com

**Sperry Van Ness**  
Lillie & Associates, LLC

Sperry Van Ness | Lillie & Associates LLC  
6386 Jackson Rd, Ann Arbor, MI 48103  
[Use info from linked company instead](#)  
[View Linked Company Profile](#)

CIE Membership

**CPIX — Active CIE Member**  
[Log In to CPIX](#) [View Full Profile](#)

[Manage CIE Subscriptions](#)  
[What is a Commercial Information Exchange \(CIE\)?](#)

[Edit Profile](#)  
[Add a Property Listing](#)  
[Manage Property Listings](#)  
[Manage Completed Transactions](#)  
[Edit Email Preferences](#)  
[Edit Username/Password](#)  
[Edit Market Area](#)  
[Verify Office Location](#)  
[Edit Credit Card Information](#)  
[Manage Subscriptions](#)

Terms of Use | Privacy Policy | Suggestions? | Copyright © CPIX. All rights reserved. powered by **CATYLIST**

## EDIT YOUR PROFESSIONAL PROFILE

You must **Login** before you can edit your profile.

- To make changes to your Profile including the photo, click **My Account** located in the main navigation bar.
- Complete the required fields (denoted by red text) as well as any other appropriate fields.

**TIP: “Use this information to override my affiliated company info?”**

**YES:** The data you input into the Company section will appear exactly as you have entered it in the fields below, and the logo will display as it appears in the Company Logo section of the profiler.

**NO:** The company information and logo that appear on your profile are pulled from a separate company page.

You can view the information as it appears in your Company Profile by clicking View Company Profile located under My Profile in your member console.

Once the required fields in the **Contact Information** section have been completed, you may jump to other sections within Profiler.

- Click **Save & Exit**.

Home Search Properties Find a Professional My CIE My Listings My Account About Help Log Out

**Professional Profiler** Welcome, Gary L. Lillie

Back to: [View/Edit Profile](#)

### Gary L. Lillie's Profile

**Profiler Sections**

- [Contact Information](#)
- [Credentials & Education](#)
- [Specializations](#)
- [References](#)
- [Useful Links](#)

**Save & Exit**

**Attachments**

- [Personal Photo](#)
- [Company Logo](#)
- [Attachments](#)

Items **\*in red** are required fields.

#### Contact Information

**User Information**

\*First Name: Gary

Middle Name / Initial: L

\*Last Name: Lillie

\*Email Address: gary.lillie@svn.com

**Company**

Use this information to override my affiliated company info? ☒ No ☐ Yes

Company: Sperry Van Ness | Lillie

\*Street Address 1: 1955 Pauline Blvd

Street Address 2: Suite 100C

\*City: Ann Arbor

\*State or Province: Michigan

\*Zip Code: 48103

Country: United States

Company Web Site URL: <http://www.svnillie.com>

Title: Managing Director

Department:

## Verify Office Location

- Click **Verify Office Location** to change the map location of your office.

Options:

- Click the map on the new location and click **Update**.
- Enter a different address and click **Update**.
- Manually enter the latitude & longitude and click **Update**.

## Edit Market Areas

- To designate the market areas that you specialize in, click **Edit Market Areas**.
- Select one of the new market areas and then further refine by selecting from the pre-populated list.  
TIP: If you don't see your market area represented, click **Add Market Area**.
- To delete a market area, click **Remove** located to the right of each area.

## Manage Completed Transactions

- To add or remove completed transactions to your profile, click **Manage Completed Transactions**.
- Click **Edit Transaction** or **Show on Profile**. Enter all required fields (denoted by red text).

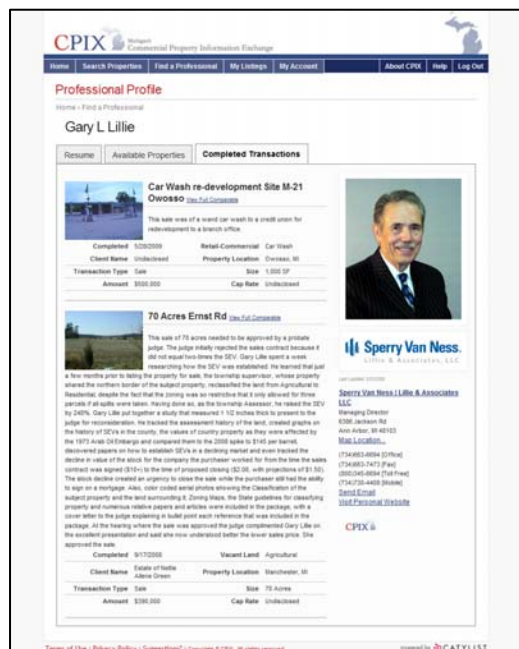
TIPS:

You can also enter a completed transaction without a current listing by clicking the **Add a Completed Transaction** link located under Archived/Completed Transactions.

Click on the gray bar to expand/collapse each section.

- In the Professional Profile section, click "Yes" to display on my professional profile.
- Enter Client Name and Project Description (optional).
- Click **Save**.
- Transactions will appear under the Completed Transactions tab.

TIP: All completed transactions entered will be searchable to users who have logged in, regardless of whether you have chosen to display them on your profile.



## MANAGE LISTINGS

You must **Login** before you can manage property listings.

From the My Existing Listings or My Listings link, you will be directed to a page that contains all Active Listings and Archived/Completed Transactions.

- From Market Monitor click **My Existing Listings** or click **My Listings** on the main navigation bar.
- To edit a listing, click the **Property Name**, **Edit Listing** link or the listing **Photo**.

### Active Listings

Active Listings

Archived / Completed Transactions

Actions »

Add a New Listing

Verify All Listings

Quick Edit




Create Report

Email

Export

Sort By: [ID#](#) | [S/L](#) | [Location](#) | [Property Name](#) | [Primary Associate](#) | [Type](#) | [Status](#) | [Expires](#)

☐ Select All

	<b>7 Ac Commercial Potential</b> <input type="checkbox"/> Vacant Land 4144 Mast Rd ID# 1769603 <a href="#">Gary L Lillie</a>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Active</div>
	<b>Northeast Ann Arbor 1-Acre Home Sites</b> <input type="checkbox"/> Vacant Land 0 Ayrshire Rd ID# 1619529 <a href="#">Gary L Lillie</a>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Active</div>
	<b>88 Ac Investment/Single Family Land</b> <input type="checkbox"/> Vacant Land Stowell Rd ID# 769227 <a href="#">Gary L Lillie</a>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Active</div>

## Listing Fixer

If you have listings that need attention, you'll see a message waiting for you when you log in to your CIE. Just click the **Fix This** link located at the top of your market monitor. You'll see the problem listings on the left; clicking each one will tell you exactly what's wrong, displaying only the fields you need to change. This allows you to quickly move through the list minimizing clicking, scrolling and searching to find problems.

The screenshot shows the 'Market Monitor' dashboard. At the top, it says 'Welcome, Gary L Lillie!'. A yellow notification bar at the top left states: 'You have 2 Listings that Need Attention [Fix This](#)'. Below this, the 'ACTIVITY TODAY' section is updated hourly and lists: 'My Saved Searches, Catalogs', 'New Lease Availabilities had 2 listings added and 2 listings updated', 'Properties in MI: 4 listings were added and 14 listings were updated', '1 new lease transaction was completed', 'CPIX: Software Improvements were made to CPIX: New Discussion Forum, Blog, Company Inventory Reports, and more.', and '1 new listing was added and 5 listings were updated on CPIX'. On the right side, there is a list of links: 'My 13 Existing Listings', 'My 93 Completed Transactions', 'My 7 Catalogs', 'My 8 Saved Searches', 'Add a Property Listing', 'Search CPIX', 'Look up Address', 'Send an Email', 'Post a "Want/Need"', 'Market Stats & Demographics', 'Visit Discussion Forum NEW!', and 'Download Docs & Forms'.

Please note that the severity of the problem listings may differ. In some cases the system may be asking you to enhance a listing by adding valuable information such as a photo (these warnings appear in yellow) while in other cases it may be asking you to add information for a required field or to reenter information for a field in a different format (these warnings appear in red).

The screenshot shows the 'Listing Fixer' interface. It instructs the user to 'Click on each listing to view and correct the outstanding issues.' On the left, there is a list of listings. The first is 'Ann Arbor Country Building Site' (Vacant Land Sale, Listing ID: 1929085) with an 'Invalid Field' warning. The second is '7-Unit Site Condo: Needs Completion' (Vacant Land Sale, Listing ID: 2064881) with 'Multiple Warnings'. The right side shows the details for the '7-Unit Site Condo' listing. It states: 'This listing is still active and searchable, but has the following problems:'. There are two warnings: 'EXPIRING SOON' (The listing is about to expire. To extend the listing period, change the Listing End Date below.) and 'INVALID FIELD' (Please enter cooperation compensation as a percentage ("3.5%"), amount per square foot ("\$2.25 PSF"), or total amount ("5000 Total").). Below these, there are input fields for 'Listing End Date' (with a calendar icon) and 'Cooperation Compensation' (with a dropdown menu). At the bottom, there is a 'Fix Listing' button and a 'Change Other Fields' link. The footer includes 'Terms of Use | Privacy Policy | Suggestions? |' and 'powered by CATYLIST'.

There are a number of functions on the **Manage Property Listing** page, each of which will help you with a different aspect of your property listing.

## Type, Sale/Lease and Status

This section of **Manage Existing Listing** allows you to change the property type of a listing, create an additional for sale or for lease listing for an existing property and change the current status of a listing.

The screenshot shows the 'Manage Property Listing' interface for a user named Gary L. Lillie. At the top, there's a navigation bar with 'Back to: Manage Property Listings' and three buttons: 'EDIT', 'PROMOTE', and 'TRACK'. A green message box states: 'Your listing is ACTIVE. Enter additional details, contacts, or attachments using the tabs below. Once your presentation is complete, use the "Promote" button above to choose how to market your listing, and the "Track" button to monitor the results.'

The main section is titled 'Office building: Taylor, MI' with ID - 1373675. It includes a 'Copy | Delete' link. On the left is a photo of the building. To the right are three dropdown menus: 'Property Type' (set to Office), 'Sale/Lease' (set to For Sale), and 'Status' (set to Active). Below these are 'Preview' and 'Verify (?)' buttons. To the right of these is a table of listing details:

Address: 9025 - 9029 Pardee Taylor, MI
Size: 4,275 SF
Price: \$450,000
Updated: 3/28/2008
Expires: 5/30/2008
Added: 5/31/2007

At the bottom, there are tabs for 'Location', 'Listing Details' (selected), 'Tenants', 'Images & Media', and 'Contacts'. Below the tabs is a horizontal menu with links: 'General Information', 'Area & Location', 'Building Related', 'Land Related', 'Financial', and 'Details'.

**Property Type** allows you to market your listing under multiple property types. Select **Add Additional Type** from the drop-down menu. You can select up to two additional property types.

**TIP:** You can also change the primary property type of your listing by selecting a corresponding property type from the drop down menu.

**Sale/Lease.** By clicking the pull-down menu, you can “duplicate” your existing listing as a new listing of the opposite type, by clicking the option “Create Sale Listing” or “Create Lease Listing”. You can create a sale listing from a previous lease listing and vice versa.

**TIP:** Information from the existing for sale (for lease) listing will be pre-populated, including photos and media, eliminating the need for redundant entry. From this point forward, each listing must be maintained separately.

**Status** allows you to change the current status of a listing by clicking on the drop-down menu.

- **Active** – an Active listing will appear in a listing search as long as the listing is not marked as “Expired” (see Expired information below).
- **Inactive** – a listing marked Inactive will not appear online in a listing search. Marking a listing Inactive is a good way to prevent it from being viewed by the public.
- **Sale/Lease Pending** – a listing marked Pending will appear in an online search, however it will be flagged as “pending” to anyone who views it.
- **Sold/Leased** – when you select Sold or Leased from the Status menu, the listing will be marked “Sold” or “Leased” and a Transaction Profiler window will open where you can add the comparables information. When you are finished, click Save & Exit and the listing will be removed from your current listings and it will appear in the archives. Archives are searchable only by members who have permission to search for comparables.

TIP: Click on the gray bars to expand/collapse each section. Fields marked in red are required. To have the transaction automatically appear on your profile, mark the Yes radio button in the Professional Profile section.

- **Expired** – a listings is marked Expired (noted by a red X) when the current date exceeds the Listing End Date that you entered in profiler.
- **Withdrawn** – selecting Withdrawn simply moves your listing from your list of current properties and drops it into the archives.

**Actions** allow you to verify/update your information, copy and delete a listing from the system.

- **Verify** – click the **Verify** link to indicate that you have viewed the listing and approved it for online viewing by users of the website. Listings must be refreshed every 30 days. **Listings not refreshed for 45 days will be taken offline.** Catylist sends monthly notices reminding users to update and refresh their listings every 30 days.

TIP: To verify all listings at once, go to manage property listings. Check the **Select All** box and click the **Verify All Listings** link in the horizontal navigation bar.

- **Copy a Listing** – this will create a duplicate property record. This feature is convenient if you need to create several sale units for the same property. Please note the newly copied listing will include a “Copy” identifier in the Listing Title. You may remove this by adding a new listing title to the copied listing by using the edit listing function.
- **Delete Listing** – this option will delete your listing from the system. You should only delete a listing if it is a mistake. Ordinarily, if you want to remove one of your listings, you would change its status to Withdrawn.



## Edit, Promote and Track

This section of **Manage Property Listing** allows you to make revisions to a current listing, set access levels and promote your listing throughout the Catylist Network marketing channels.

### Edit

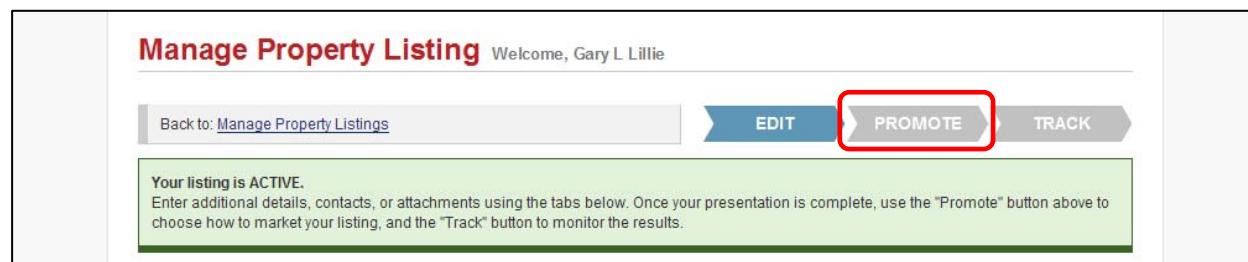
The **Edit** button takes you to the listing details page. Using the tab format, enter the applicable information. Any field marked in red is a required field. Clicking **Save** will always mark any fields that still require data with a red highlight.

TIP: You can also edit individual suites or units that have been entered by clicking the **Edit** link located under the **Space** tab.

### Promote

The promote option allows you to market your listings on the web, through email and in print.

- Click the **Promote Arrow** on the Manage Property Listing page or click **Promote** on the Active Listings screen for the appropriate property.



## LIST ONLINE

The List Online tab allows you to set access permissions on as well as distribute your properties across multiple websites.

For each exchange that you are a member of (including your FREE access to Catylist's National Exchange – Commercial IQ), you control *how much* information is accessible to the public viewers and the private members for each exchange. To set access levels for each exchange, click **Preferences**.

- Public Access** refers to information available to all viewers.
- Member Access** refers to information available to members only and requires a Login to view.























TIP: If you restrict access to **Basic** or **Limited**, viewers will need your full access password to unlock all information on a listing. (Viewers obtain this password by contacting you directly.)

## Marketing Exposure on Third-party Websites

Full-Access members receive FREE exposure on a variety of partner websites. Enter your listing one time and distribute it across dozens of websites. Listing data is updated on a nightly basis.

NOTE: Local and regional websites may vary based on market area.

This listing is being viewed on the following websites: [Download PDF Marketing Report](#)

	<b>FULL EXPOSURE</b> Preferences	<b>LACDB</b> A commercial information exchange (CIE), serving The State of Louisiana. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Front Range CIE</b> A commercial information exchange (CIE), serving The Colorado Front Range Region. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>CALV</b> A commercial information exchange (CIE), serving The Greater Las Vegas Area. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>CPHX</b> A commercial information exchange (CIE), serving The State of Michigan. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>RE/MAX Commercial</b> The commercial division of the largest real estate company in the US. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Catylist Real Estate Software Inc.</b> Your company's website, powered by SiteLink. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Commercial IQ</b> A national commercial real estate search engine, drawing thousands of visitors daily. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Commercial Source</b> A national aggregator run by the National Association of REALTORS®. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>RedNews</b> A publisher of commercial real estate news focused on Texas markets. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>RE Business Online</b> The largest publisher of commercial real estate magazines in the US. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Texas Real Estate Business</b> Texas Real Estate Business is a regional branch of France Publications. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Investment Properties Info</b> An online, real estate investment resource. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>AcreScout</b> A national marketplace for buying/leasing commercial property. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>PropBot</b> A national search engine for commercial real estate. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Sibdu</b> A global sourcing network for the corporate real estate, design and construction communities. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Oodle Classifieds</b> One of the world's largest classifieds services. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Lycos Classifieds</b> One of the world's largest classifieds services. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Google</b> The world's leading search engine. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Vast Classifieds</b> A leading vertical search platform for real estate with millions of users a month. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>USBizTrader</b> A national marketplace for buying/leasing commercial property. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>HereUare Classifieds</b> An online classifieds service. <a href="#">Find out more</a>
	<b>FULL EXPOSURE</b> Preferences	<b>Zana Network</b> An emerging international networking portal for businesses. <a href="#">Find out more</a>

**Feature On CPHX**  
Contact us to display this listing on the front page of the site.

**Create a Flyer/Brochure**  
Generate customizable, print-ready marketing materials.

**Email to CPHX Members**  
Broadcast this listing to CIE members with matching preferences.

**Email to 140k Recipients**  
Send a customizable e-brochure locally or nation-wide track the results.

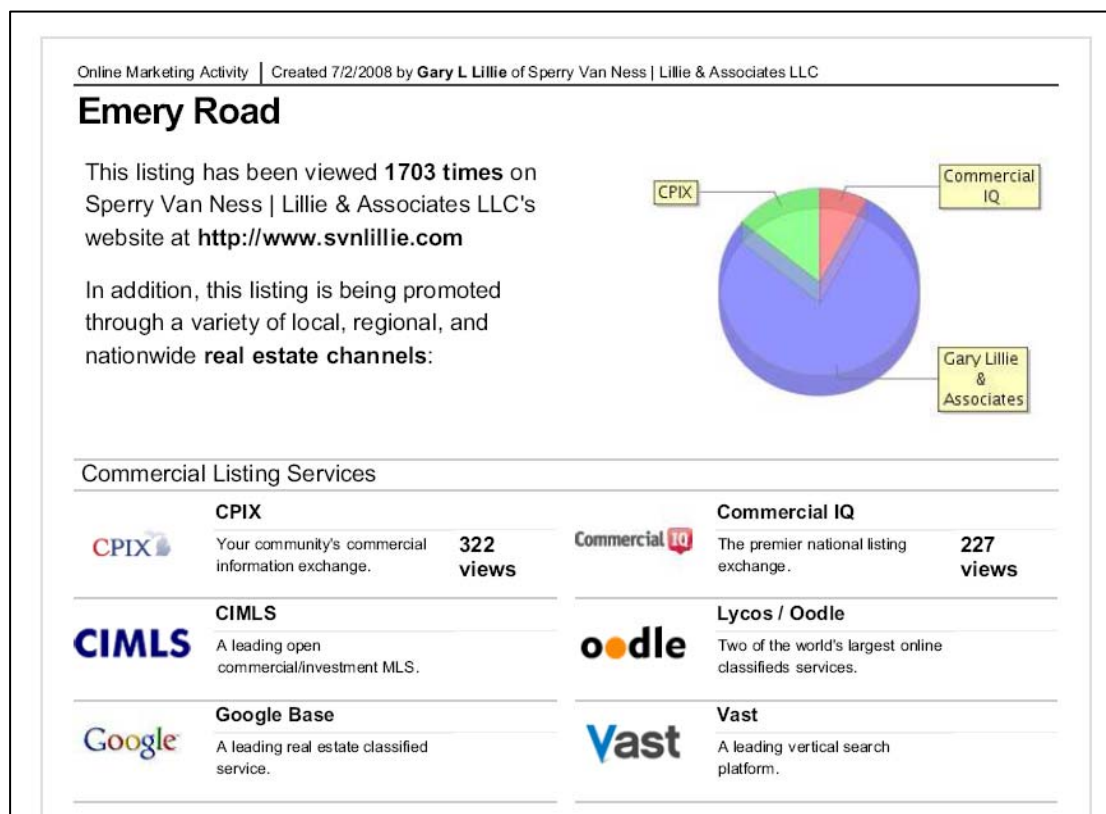
**Export to XLS/CSV/XML**  
Download your data for use in other applications.

**Listing Display Widget**  
Display this listing on any website or blog.

## Marketing Reports

Show your clients their listing's marketing exposure by generating a Marketing Report. The marketing report is a PDF generated flyer that lists the marketing channels that their listing is displaying on. The report can be generated with or without traffic counts that show the number of listing views for each of the sites the listing is displayed on.

- Click **Marketing Report** on the promote page to access your report.
- Select **Yes** or **No** to Display Traffic Counts.
- Enter description to display at the top of report (optional).
- Click **Generate PDF**.



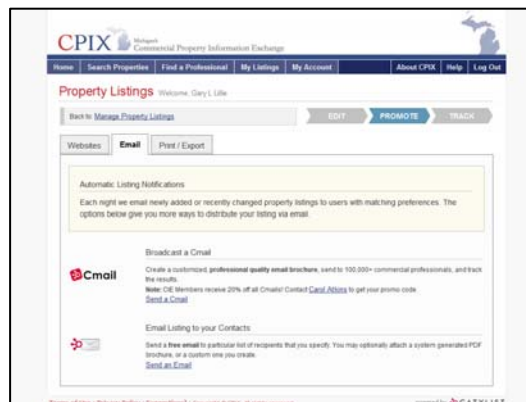
## EMAIL

The **Email** option allows you to send the property listing you are viewing to specific individuals or organizations as well as outside the Catylist Network.

- **Cmail Marketing** - Cmail is a commercial real estate email marketing network. Create a customized, professional quality email brochure, send to 100,000+ commercial professionals throughout the US, and track the results.

Catylist CIE members receive 20% off all Cmail orders. Contact [help@cmailmarketing.com](mailto:help@cmailmarketing.com) for your promo code. Click **Send a Cmail** to be directed to [www.cmailmarketing.com](http://www.cmailmarketing.com).

- **Email Listing to Your Contacts.** If you are affiliated with a CIE or an organization registered in the Catylist Network, you may send your listing to members of that organization by clicking **Find Recipients**. If, however, you do not belong to such an organization, the **Find Recipients** link will not appear.



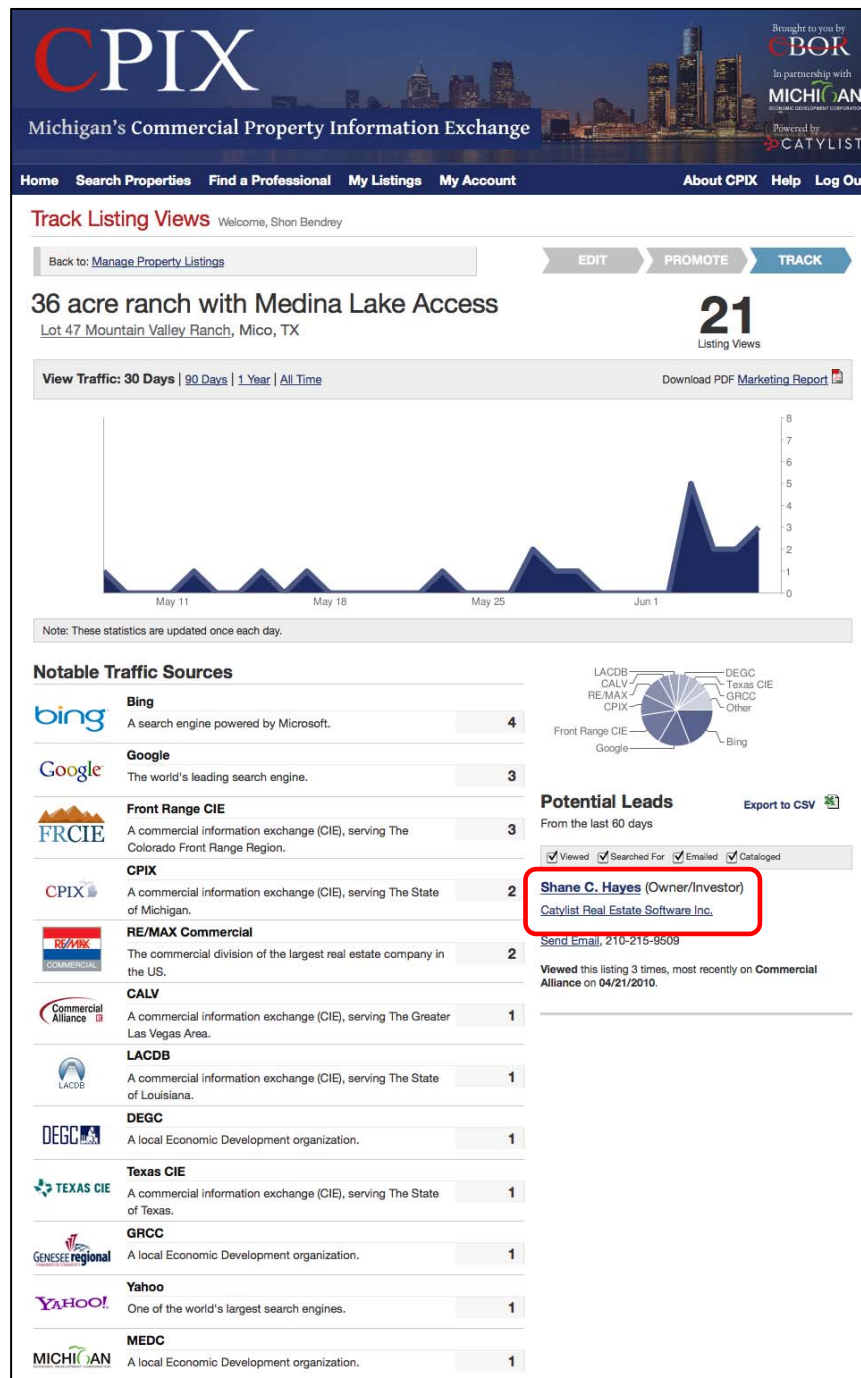
## PRINT/EXPORT

The print/export tab allows you to create a brochure PDF from the system, order professional quality, customized marketing materials, and export your listings for other applications.

- **Quick Brochures** - Quickly create a printer friendly brochure (PDF). Choose single-page, multi-page, or data sheet format. Include your company logo and contact information. Click **Create Brochure**.
- **Custom Print Marketing** - Order professional quality print collateral. Through our alliance with REBackOffice, we offer a variety of fast, affordable, customized design services including customizable post cards or flyers. Catylist members automatically save 10% off every order. Click **Get Custom Print Materials** to be directed to the online ordering system.
- **Export your Data** - Export your data for use with other listing services, internal analysis, CRM databases, or backup. Choose XML, CSV, or Excel (XLS) format. Click **Export to File**.

## Track

This action allows you to see how many hits your listing has received and from which websites, over a period of time. It also has a Lead Generator to let you know, for those users who have logged in, who has searched, viewed and saved your listing. You can even export listing leads in an Excel .csv format.



## Spreadsheet View

- You can also use the **Spreadsheet View** to update the more commonly used fields for several listings at one time.
- Click **My Listings** or **My Existing Listings**.
- Select the properties to edit by checking the box to the left of the listing.
- Click **Spreadsheet View** link in the Actions tool bar.

### Current Listings

Current Listings

Archived Listings & Completed Transactions

Actions »

Add a New Listing

Create Report





Email

Export

Update All Listings


Spreadsheet View

☐ Select All
 Sort By: ID# Property Name Type S/L Location Contact Status Expires

<input type="checkbox"/>	 <p><b>0 D-19 (Pinckney Rd.)</b> Commercial Outlot or Pad Site Vacant Land – Howell, Michigan <b>For Lease</b> Gary L Lillie</p>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Active</div>
<input type="checkbox"/>	 <p><b>Joy Rd at Hellner Rd</b> 5 Acres in Ann Arbor School District Vacant Land – Ann Arbor, Michigan <b>For Sale</b> Gary L Lillie</p>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Active</div>
<input type="checkbox"/>	 <p><b>0 D-19 (Pinckney Rd.)</b> + / - 1 Acre commercial Corner Vacant Land – Howell, Michigan <b>For Sale</b> Gary L Lillie</p>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Expiring Soon</div>
<input type="checkbox"/>	 <p><b>0 Scio Church Road</b> 161 Acres on Sutton Lake Vacant Land – Chelsea, Michigan <b>For Sale</b> Gary L Lillie</p>	<a href="#">Edit Listing</a> <a href="#">Promote Listing</a> <a href="#">Track Listing</a>	<div>Expiring Soon</div>

- Click in the field to be edited and enter the new information.
- Click **OK**.

[Home](#)
[Search Properties](#)
[Find a Professional](#)
[My Listings](#)
[My Account](#)
[About CPIX](#)
[Help](#)



**CPIX**  
 Commercial Information Exchange

### Quick-Edit Listings

Back to: [Manage Property Listings](#)

[Customize](#) your Quick-Edit fields

Listing ID	Street Address 1	Status	Listing Type	Street Address 2	State or Province	Municipality/City	Postal Code	Nearest MSA	County	Submarket
2034843	0 D-19 (Pinckney Rd.)	Active	Vacant Land For Lease	50 Schroeder Park Dr.	MI	Howell	48843	Ann Arbor	Livingston	
1963892	Joy Rd at Heliner Rd	Active	Vacant Land For Sale		MI	Ann Arbor	48105	Ann Arbor	Washtenaw	
1820276	0 D-19 (Pinckney Rd.)	Expiring Soon	Vacant Land For Sale		MI	Howell	48843	Detroit-Warren-Livonia	Livingston	
3413	0 Scio Church Road	Expiring Soon	Vacant Land For Sale		MI	Chelsea	48118	Ann Arbor	Washtenaw	
1373675	9025 - 9029 Pardee	Active	Office For Sale		MI	Taylor	48180	Detroit-Warren-Livonia	Wayne	
149468	0 D-19 (Pinckney Rd.)	Active	Vacant Land For Sale		MI	Howell	48843	Detroit-Warren-Livonia	Livingston	
2069836	12275 Carson Hwy	Active	Vacant Land For Sale		MI	Clinton	49236	Adrian	Lenawee	
250167	Emery Road	Active	Vacant Land For Sale		MI	Saint Helen	48656-9441	Bay City	Roscommon	
1619529	0 Ayrshire Rd	Active	Vacant Land For Sale		MI	Ann Arbor	48105	Ann Arbor	Washtenaw	
2064881	700 Meadow Hill	Active	Vacant Land For Sale		MI	Saline	48176	Ann Arbor	Washtenaw	
769227	Stowell Rd	Expired	Vacant Land For Sale	Rightmire Rd	MI	Dundee	48131	Monroe	Monroe	
1929085	Trillium Lane	Active	Vacant Land For Sale		MI	Ann Arbor	48103	Ann Arbor	Washtenaw	
1986778	Jackson Rd	Inactive	Vacant Land For Sale	Fletcher Rd	MI	Chelsea	48118	Ann Arbor	Washtenaw	

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## ADD COMPLETED TRANSACTIONS

You must **Login** before you can edit or add a completed transaction.

- From Market Monitor click **My Existing Listings** or **My Listings** from the main navigation bar.
- To mark an active listing Leased or Sold, click the **Property Name, Edit** or the listing **Photo**.
- From the **Manage Property Listing** page, select **Sold** or **Leased** from the **Status** menu drop-down.

TIP: You can also mark an individual suite or unit Leased or Sold by clicking the **Space** tab.

- The **Transaction Profiler** window will open where you can add the completed transaction information.
- Click on the gray bars to expand/collapse each section.
- Complete all required fields in red and other relevant information.

TIP: To have the transaction automatically appear on your profile, mark the **Yes** radio button in the Professional Profile section.

- Click **Save**.
- The listing will be removed from your active listings and it will appear in the archives. Archives are searchable only by members who have permission to search for comparables.

Tip: Archived/Completed Transactions with **sold** or **leased** status may be displayed on your Professional Profile by clicking the Show on Profile link.



## Add a Completed Transaction without a Listing

- From Market Monitor click **My Completed Transactions**.
- Click **Add a Transaction**.
- Select a **Property Type** and **Transaction Type**.
- Click **Enter Completed Transaction**.

Transaction Profiler window will open where you can add the completed transaction information.

- Click on the gray bars to expand/collapse each section.
- Complete all required fields in red and other relevant information.

TIP: To have the transaction automatically appear on your profile, mark the **Yes** radio button in the Professional Profile section.

- Click **Save**.

The screenshot shows the CPIX website interface. At the top, there's a navigation bar with links: Home, Search Properties, Find a Professional, My Listings, My Account, About CPIX, Help, and Log Out. Below this, the 'Completed Transactions' section is active. It features a search bar and a table of transactions. The 'Add a Transaction' button in the 'Actions' menu is highlighted with a red box. The table lists two transactions: one for '504 Huber' (Expired) and one for '1400 E Main St' (Sold). Each entry includes a photo, address, location, property type, listing agent, and transaction details.

Actions	Property Details	Transaction Status	Transaction Info
<b>Add a Transaction</b> (highlighted)	<b>504 Huber</b> Monroe, MI Industrial <b>For Sale</b> Gary L. Lillie	Expired	Transaction # 796546 Source Listing # 1575748
	<b>1400 E Main St</b> Owosso, MI Retail-Commercial <b>For Sale</b> Gary L. Lillie	Sold	Transaction # 796057 Source Listing # 1146989

## EMAIL LISTINGS OR SEND GENERAL EMAIL

You must **Login** before you can send email.

### Email a Property Listing

The Email Listing option is available in several places throughout the site including the Search Results Page, Listing Overview, Listing Catalogs and the Promote page.

### To Email Multiple Listings

- To email multiple listings resulting from a search, check the box located to the left of each listing.
- Click the **Email** button at the top of the page.  
TIP: You can email listings from a Listing Catalog using the same process. For more information, see the Listing Catalog help document.
- Enter the **Recipient's Email Address(s)** or click **Find Recipients**.  
TIP: The **Find Recipients** link will allow you to select individual users from a list of members who belong to the same organization with which you are affiliated, if any. For example, if you are a member of a local CIE, you will have the option of selecting members from that group. If you do not belong to a CIE or other organization within the Catylist system, simply include the email addresses of the individuals to whom you want to send your listing.
- Select your preferred **Attachment**.  
TIP: You can add a subject or modify the automatic message generated in the message box by clicking and typing in the appropriate box.
- Click **Send Email**. The email will be sent immediately.

## **Sending General Email**

You can also email other associates regarding general business matters or practices.

- From Market Monitor click **Send An Email** located on the right hand side.
- Enter the **Recipient's Email Address(s)** or click **Find Recipients**.
- Specify recipients by filtering on name, company, market area, or specialization.
- Click **Find Recipients**.
- Select the recipients by checking the box.
- Click **Select Recipients**.
- Enter Subject, Message, and then Attach Files.
- Click **Send Email**.

## **CIE Discussion Forums**

Your CIE now has a built-in forum, where you can discuss local commercial real estate topics, ask questions, and share expertise. We hope you take advantage of this to discuss current trends, local news, changes in the marketplace, etc. It's a great way to show off your knowledge and network with other pros in your market.

You'll see the latest forum activity in your **Market Monitor**, and can receive automatic updates via email. The forums will allow CIE members to post new topics and view responses to that topic as well as let you post responses to other topics that were added by other CIE members.

To visit your local discussion forum, look for the link labeled **Visit Discussion Forum** on the CIE homepage or on the Market Monitor page once you've logged in.

## SET EMAIL PREFERENCES

You must **Login** before you can set broadcast email preferences.

- From Market Monitor click the **Change This** link located in various locations on the page or select the My Account link in the navigation bar and then select the Edit Email Preferences option.

Home	Search Properties	Find a Professional	My CIE	My Listings	My Account	About	Help	Log Out
------	-------------------	---------------------	--------	-------------	------------	-------	------	---------

### Email Preferences

Welcome, Gary L Lillie

Email Types

Property Types

States & Metro Areas (MSAs)

Broadcast emails are tailored to your preferences. They include both automatic system notification and messages sent directly from members. Set your preferences for Email Types below. Then further refine your criteria based on Property Types, States, and Metro Areas (MSAs) through the links above.

#### Email Format

	HTML	Plain Text
<b>Email Format</b> Indicate whether you would like to receive email in HTML format (with images, colors and formatting) or plain text (unformatted text and links)?	<input checked="" type="radio"/>	<input type="radio"/>

#### Alternate Email Address

	Email Address
<b>Alternate Email Address</b> If an email address is entered here, it will be copied on all outgoing broadcast email haves, wants, and automatic notifications.	<input type="text"/>

#### Automatic Property Notifications

Message Type	Daily	Weekly	Both	Never
<b>Hot Sheets</b> Automatic notification of new properties recently added to the database.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Under Contract Reports</b> Automatic notification of properties marked "Sale Pending" or "Lease Pending."		<input checked="" type="radio"/>		<input type="radio"/>
<b>Listing Status Notifications</b> Notification when a listing needs to be refreshed, is nearing expiration, has expired, or otherwise requires attention.	<input checked="" type="radio"/>			

To set your preference for Email Format, Property Notifications, Broadcasts and Other Mail Types by clicking the appropriate radio button.

- Click **Save Preferences**.

**TIP:** If you would like to copy your administrative assistant on all outgoing broadcast email haves, wants and automatic notifications, enter their email address in **Alternate Email Address**.

To set property type preference, click **Property Types**.

- Check the **Property Types** and indicate for Sale and/or Lease for each type that you would like to receive email.
- Click **Save Preferences**.

To select geographic preference, click **States & Metro Areas (MSAs)**.

- Select the **State(s)** that you are interested in.  
TIP: You can select multiple States by holding down the control (Ctrl) key.
- Click **Select MSAs** and select the MSAs you are interested in.
- Click **Save Preferences**.

TIPS:

Preferences may be changed and updated at any time. You will NOT receive a sent copy of an email in your email account. If you would like to receive emails of your own “Haves” and “Wants”, you must specify in your Preferences that you would like to receive listings that match what you emailed.

If your preferences are set to receive broadcast email and you are still not receiving what you think you should be, check your Spam Filters and make sure your broadcasts are not ending up in a junk mail folder.

## CHANGE YOUR PASSWORD

You must **Login** before you can change your password.

- From Market Monitor click the My Account link from the navigation bar and then select the Edit Username/Password link
- Enter **New Password**.
- Re-Type **New Password**.
- Click **Confirm**.

Home	Search Properties	Find a Professional	My CIE	My Listings	My Account	About	Help	Log Out
------	-------------------	---------------------	--------	-------------	------------	-------	------	---------

### Account Information

Welcome, Gary L Lillie

### Change Account Information

NOTE: Passwords must be between 4 and 12 characters in length.

User: Gary L Lillie

Username:

New Password:

Retype New Password:

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## SEARCH PROPERTIES

There are several ways to search property listings in your CIE system. You can also search for properties, companies and professionals from your hand-held device via **Catylist Mobile**. Just type the CIE website URL into your phone or web-enabled PDA.

**Strongly Recommended:** Login before searching to access non-member listings, comps and have the ability to save searches, send email broadcasts, create listing catalogs and reports.

- From Market Monitor click **Search Property Listings** or select Property Search from the navigation bar.

## Quick Search

- From Quick Search, enter the **Listing ID#, Street Address, Agent's Last Name** or **Company Name**.
- Click **Go**.  
  
TIP: You can also search for a particular Agent or Company within a **Property Type** search.

**CPIX**  
Michigan's Commercial Property Information Exchange

Brought to you by **CBOR**  
In partnership with **MICHIGAN**  
ECOLOGICAL CONSULTING CORPORATION  
Powered by **CATYLIST**

Home Search Properties Find a Professional My Listings My Account About CPIX Help Log Out

### Search Commercial Real Estate

Address History  **Lookup**  
View current listings or past transaction history for a particular address.

**Properties** Businesses Wants/Needs Professionals Companies

☒ Active Listings ☐ Comparables  
☐ Expired/Withdrawn ☐ Building/Land Records

**Property Location**

**Property Types**

<input type="checkbox"/> Office	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Industrial
<input type="checkbox"/> Retail-Commercial	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Vacant Land
<input type="checkbox"/> Shopping Center	<input type="checkbox"/> Special Purpose	<input type="checkbox"/> Farm/Ranch

**Specialty Types**

<input type="checkbox"/> Investment Property	<input type="checkbox"/> Distressed
<input type="checkbox"/> Auctions	<input type="checkbox"/> Price Reductions

**Search for Sale** **Search for Lease** **Search All**

**Listing ID:**  **Go**  
**Street Name or Address:**  **Go**  
**Last Name:**  **Go**  
**Company Name:**  **Go**

**Your Saved Searches** [Edit](#)  
 → [Client A](#) - Multiple Types  
 → [Client X](#) - Multiple Types  
 → [Daily Search](#) - Multiple Types

**Your Property Catalogs** [Edit](#)  
 → [Shreveport](#) - 8 Items

**Post a Want/Need**  
Tell us what you're looking for and we'll notify local professionals with matching properties.  
[Post your Want, or Search the Wanted Board](#)

**Add your Properties**  
Expose your properties on CPIX and dozens of other partner sites in our network.  
[Add a new Listing, or View Partners](#)

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## Standard Search

The scenario-based search engine requires 3 informational fields to execute a search: Location, Property Type and Transaction Type.

**Location:** Enter the geographic location(s) for your search. You can enter using City, Zip, County and/or State. Separate multiple entries using a comma.

**TIP:** As you enter information, suggested matches will display from the database. Simply select one of the matches to quickly complete the location field.

**What are you searching for?**

Property Listings | Comparables | Businesses | Wants/Needs | Professionals | Companies

**Location**

**Property Type**

☒ Office    ☐ Multi-Family    ☐ Industrial  
☐ Retail-Commercial    ☐ Hospitality    ☐ Vacant Land  
☐ Shopping Center    ☐ Special Purpose    ☐ Farm/Ranch

**Quick Search:**

Listing ID:    
 Street Address:    
 Last Name:    
 Company Name:

**Property Type:** Select the check box next to the property type(s) that you'd like to include in your search. Property type searches will include all property subtypes. The ability to refine your search by property subtype is included from the results screen (see below).

**Transaction Type:** Once you've entered your location and selected your property type, you can select whether you are looking for Sale or Lease properties or both Sale and Lease by selecting the appropriate search option. Once selected, your search will execute.

- Matching results are returned in your 'List View' tab.
- There are various 'display options' that are available to you from on the **List View** tab.

Home | Search Properties | Find a Professional | My CIE | My Listings | My Account | About | Help | Log Out

**CPIX Commercial Information Exchange**

**Search**

Add a filter to refine your search:

Location: Southfield, MI CITY:

Property Type: Office

Price (Lease Rental Rate):  to  Annual

Size:  to  SF

Sale / Lease: ☐ For Sale or Lease ☐ For Sale ☒ For Lease

Listings Source: ☐ Search listings from all national sources ☒ Search CPIX member listings only

100 listings returned

**Results**   [View Search Tips](#)

Select a listing to Create Reports, Compare, Email, Add to Catalog, or Export

<input type="checkbox"/>	Street Address	Location	Price	Size	Type	Status
<input checked="" type="checkbox"/>	<b>TEN BEECH BUILDING</b>	25775 W. Ten Mile Road	Southfield, MI 48034	\$18.50 Per SF	1,875 - 2,360 SF	Office For Lease
<input type="checkbox"/>	<b>415 S. Main</b>	415 S. Main	Southfield, MI 48037	\$1 Per SF	2,678 SF	Office For Lease
<input type="checkbox"/>	<b>Travelers Tower I</b>	26555 Evergreen Rd	Southfield, MI 48076	\$19.50 Per SF	605 - 23,625 SF	Office For Lease
<input type="checkbox"/>	<b>Travelers Tower II</b>	26533 Evergreen Rd	Southfield, MI 48076	\$19.50 Per SF	1,705 - 32,572 SF	Office For Lease
<input checked="" type="checkbox"/>	<b>Southfield Centre (IBM)</b>	18000 W Nine Mile Rd, 8th & 14th Floor	Southfield, MI 48075	\$12.50 Per SF	16,075 SF	Office For Lease
<input type="checkbox"/>	<b>28333 Telegraph Road (MSX)</b>	28333 Telegraph Rd	Southfield, MI 48034	\$16.95 Per SF	3,612 - 26,524 SF	Office For Lease
<input type="checkbox"/>	<b>Washington Square I</b>	18877 W Ten Mile Rd	Southfield, MI 48076	\$15.50 Per SF	261 - 4,400 SF	Office For Lease
<input type="checkbox"/>	<b>Brookview Building (Meadowbrook)</b>	26600 Telegraph Rd	Southfield, MI 48034	\$16.95 Per SF	1,189 - 25,064 SF	Office For Lease
<input type="checkbox"/>	<b>3000 Town Center</b>	3000 Town Center Dr	Southfield, MI 48075	\$15 Per SF	1,060 SF	Office For Lease
<input type="checkbox"/>	<b>26595 Evergreen Rd</b>					

Sort By: Modified Date High to Low  per page  1 2

Done



- The default display is single line output. If you would like to see more information on a listing in your results simply select the **expand** icon to the right of the listings check box. Expand view will include a default thumbnail photo, property overview and additional fields of information.

Expand icons: △ ◀ ▶

**TIP:** If you prefer to see all listings in the 'List View' in expand mode simply select the **expand** icon which is located in the header bar to the left of the **Street Address** label. Please note that if this view is selected it will become your default view. To change the default back to single line, simply reselect this icon.

- Sort By:** There are two sort by options located in the **List View**:
  - 1) In single line view you can select a field label (Street Address, Location, Price, Size, Type or Status). The results will then sort by the selected field. Select the same field again to invert the sort.
  - 2) There is a **Sort By** option at the bottom of your search results. Select the drop down menu to view all sortable fields. Select the field that you wish to sort by. You can invert the sort by selecting the High to Low or Low to High option to the right of the sort by field.
- The number of results displayed per page can be changed by selecting the **Per Page** drop down menu in the bottom center of your search results. Options include 10, 25, 50, 75 or 100.

## SEARCH FILTER

- The search filter on the left hand side of the screen will allow you to add search criteria that updates the search results in real time. This will allow you to quickly assess the affect of adding a filter on your search results.

**TIP:** Multiple search filters can be added in addition to the most popular search filters that are already displaying in the search filter.

- To add a search filter, select the drop down box labeled **Add Search Filter**. Select the filter that you would like to add. Once selected the new search field will display at the bottom of the search filter.

**TIP:** You may need to scroll down your screen to see the newly added filter.

- Once you've added the appropriate filters you may add your specific search criteria in the appropriate fields. When you've entered a new field you can tab or enter to the next field and your search results will be adjusted in real time to reflect the newly added field.
- Location:** There are two ways to add a new location.
  - 1) Manually enter a new city, county or zip in the free form location field and then select the 'add' button. To add

**Search**

Add a filter to refine your search:

**Add Search Filter** Save Search

Location: Southfield, MI CITY X

+ Add Advanced

Property Type: Office X

Change Subtypes

Price (Lease Rental Rate): to Annual X

Size: to SF X

Sale / Lease: X

For Sale or Lease For Sale For Lease

Listings Source: X

Search listings from all national sources Search CPIX member listings only

100 listings returned

Done

additional locations repeat this process.

- 2) Select the **Advanced** button to add multiple locations at the same time. The advanced location feature will allow you to add multiple cities, zips, counties or MSA's from a pick list. The CTRL key should be utilized to make multiple selections. Once complete, select the **Apply Location** button.
- **Property Type:** The property types and or subtypes can be changed at any time by selecting the **Change** or **Subtype** buttons located in the Property Type search field. The Change key will open a property type menu that will allow you to select or deselect your property types. From this menu you can also refine your search by subtype by selecting the expand icon located to the left of each property type check box. Selecting the subtype button will automatically open the subtype list for the property types that you have selected. Subtypes can be selected or deselected as desired.

**TIP:** If you want to save your search results, check **Save this Search** and provide a **Name**. If you would like to be notified of new or updated listings that match this search criteria, set-up a **Property Alert** by checking **Daily** or **Weekly**.

- The number of results that match your current search filter will always be displayed at the bottom of your search filter. This number will update in real time as items are added or removed from your search filter.

**TIP:** By default, your search results will display your CIE member listings only. Selecting the **Search Listings from All National Sources** option will return matches from the entire Catylist database.

The screenshot displays the Catylist search interface. At the top, there's a 'Search' header. Below it, a section titled 'Add a filter to refine your search:' contains an 'Add Search Filter' dropdown and a 'Save Search' button. The main filter area includes fields for location (with 'to' and 'Annual' dropdowns), 'Size' (with 'to' and 'SF' dropdowns), and 'Sale / Lease' (with radio buttons for 'For Sale or Lease', 'For Sale', and 'For Lease', and corresponding 'For Sale' and 'For Lease' buttons). The 'Listings Source' section has two radio buttons: 'Search listings from all national sources' and 'Search CPIX member listings only'. The 'Photographs' section has a checkbox for 'Listings with photos only'. A red box highlights the '137 listings returned' status. At the bottom, there's a 'Saved Searches/Alerts' section with a 'Load a saved search by clicking it below:' prompt and a list showing 'David Post' and 'Search001'.

## SEARCH RESULTS

There are several options for using your search results, including Compare, Map, Export, View Property Overview including Demographics and Market Statistics. Email, Create Report and Add to Catalog features are covered in separate documents.

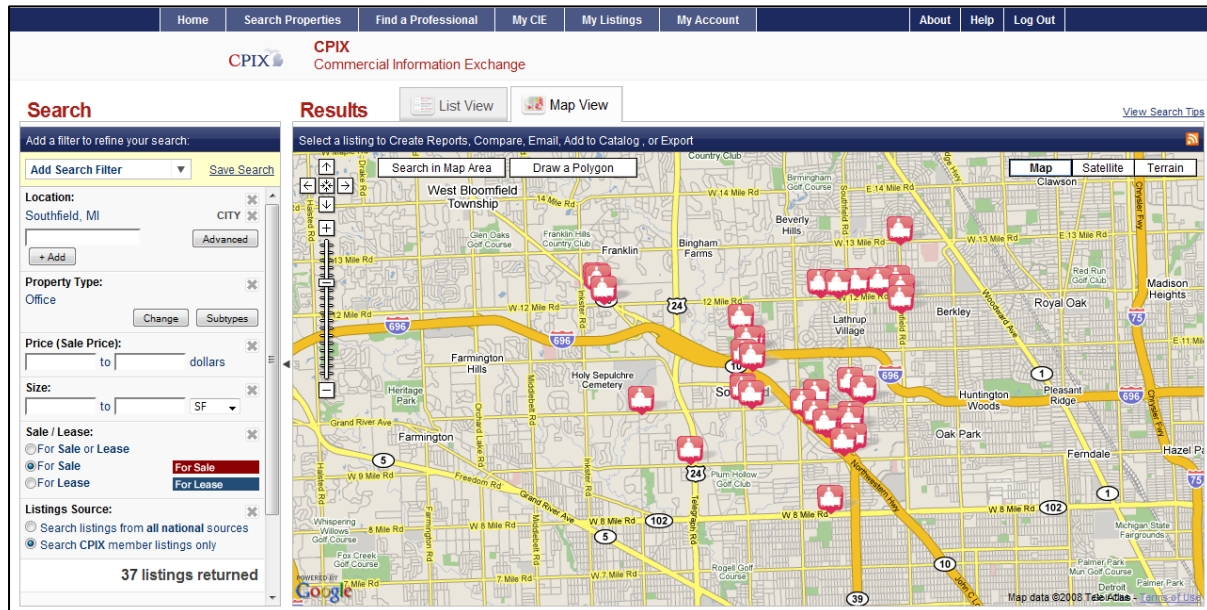
### Compare Multiple Property Listings

- Perform a property search.
- From the search results page, check the box next to each property listing that you wish to compare.
- Click **Compare**.

TIP: To generate a report, click **Printable PDF**. You will have the option to either print or email the PDF.

### Map Multiple Property Listings

- Perform a property search.
- Select the 'Map View' tab



TIP: The Map View will display all listings that are currently showing in your list view. If any listings were 'checked' they will be indicated on the map with a yellow check on their listing icon.

## Map Tools Tips

**Pan:** Click and drag with your mouse, or use the arrow control keys in the upper-left corner.

**Re-center:** Double-click on the map.

**Zoom:** Use the +/- controls, or the sliding scale on the left side of the map.

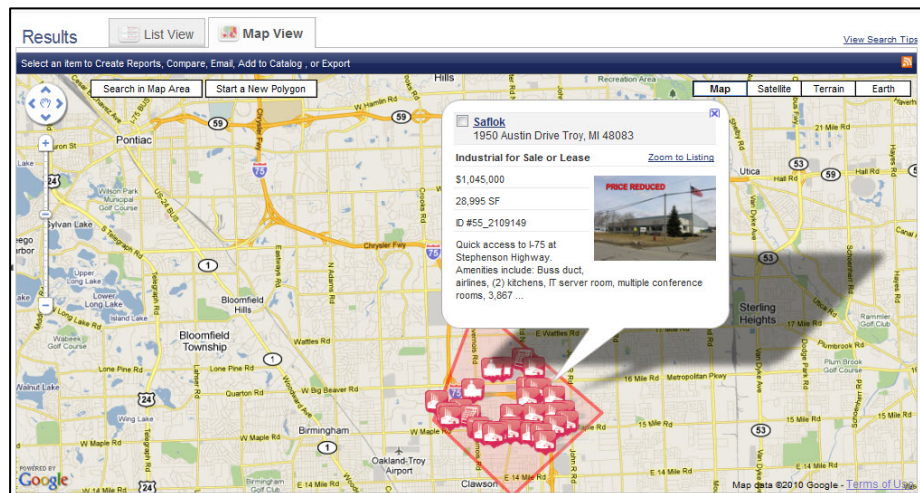
**Toggle Map/Satellite/Terrain:** Click the buttons in the upper-right corner.

**To highlight a property listing on the map:** Click a numbered listing or pinpoint on the map; or click **View Highlighted** from the search results.

**To view a property listing:** Click pinpoint on the map and then click the title or click the title from the search results.

## To Draw a Polygon:

- Perform a Search and click the **Map View** tab
- Click **Start a new Polygon**
- Click the map to set the first “anchor”.
- Click the map to set additional corners of the polygon.
- Click **Search Within Polygon**
- Click the **List View** tab to view new search results
- Select **Start a New Polygon** to further refine your results with a new polygon
- Click **Satellite** or **Terrain** for additional display options.



## Export Multiple Listings

You must **Login** to export listings.

- Perform a property search.
- From the search results page, check the box next to each property listing that you wish to export.
- Click **Export**.
- Select your **Format** preference.

TIP: Choosing CSV format will allow you to customize the fields that are exported. Microsoft Excel and XML files come in standard formats (with all listing fields).

- Click **Export**.
- Click **Download Export**.

## PROPERTY DETAILS

Selecting the property title from the search results located in the list view or map view can access the property details page.

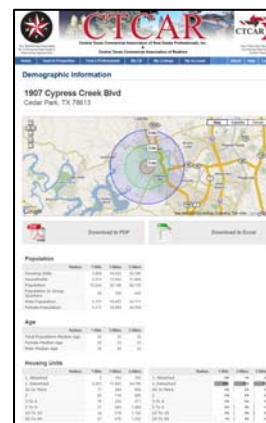
The property details page displays:

- All photos
- All attachments
- Multiple Maps including Microsoft Birds Eye View, Google Street View (if available in the listings market area) and Google Maps
- Demographic Statistics
- Market Statistics

## DEMOGRAPHICS STATISTICS

Demographics can be accessed from the property details page of any listing.

- Run a property search or retrieve a listing catalog.
- Click the **Property Title**.
- Scroll down the property details tab to view the basic Demographics for this listing within a 1, 3 and 5 mile radius.
- To view additional demographics click on the link to **More Demographics Statistics** (login required).
- The Demographic Information page will display many demographic fields within a 1, 3 and 5 mile radius of the subject property location which can be exported to PDF or Excel.



## MARKET STATISTICS

Market Statistics can be accessed from the Market Monitor page under the 'Market Research & Demographics' heading or from the property details page of any listing.

- Run a property search or retrieve a listing catalog.
- Click the **Property Title**.
- Scroll down the property details tab to view the basic **Market Statistics** for this listing by zip, city and county.
- To view additional statistics click on the **More Market Statistics** link (login required).
- A list of locations with data available will display at the top of the page.
- Select the location that you are interested in to display market statistics.

TIP: All statistics have been gathered from user-loaded listings and user-reported transactions. We have not verified accuracy and make no guarantees. By using the information provided on this page, the user acknowledges that the data may contain errors or other nonconformities. You and/or your client should diligently and independently verify the specifics of the information that you are using.

### Market Summary

#### Other Locations with at least 100 active listings:

Cities	Zip Codes	Counties	MSAs
<a href="#">Grand Rapids</a>	<a href="#">48083</a>	<a href="#">Oakland</a>	<a href="#">Detroit-Warren-Livonia</a>
<a href="#">Lansing</a>	<a href="#">48150</a>	<a href="#">Wayne</a>	<a href="#">Grand Rapids-Wyoming</a>
<a href="#">Detroit</a>	<a href="#">48326</a>	<a href="#">Macomb</a>	<a href="#">Lansing-East Lansing</a>
<a href="#">Ann Arbor</a>	<a href="#">48116</a>	<a href="#">Kent</a>	<a href="#">Ann Arbor</a>
<a href="#">Troy</a>	<a href="#">48103</a>	<a href="#">Washtenaw</a>	<a href="#">Flint</a>
<a href="#">Warren</a>	<a href="#">48071</a>	<a href="#">Genesee</a>	<a href="#">Kalamazoo-Portage</a>
<a href="#">Livonia</a>	<a href="#">48174</a>	<a href="#">Ingham</a>	<a href="#">Holland-Grand Haven</a>
<a href="#">Kalamazoo</a>	<a href="#">48375</a>	<a href="#">Ottawa</a>	<a href="#">Traverse City</a>
<a href="#">Holland</a>	<a href="#">48917</a>	<a href="#">Kalamazoo</a>	<a href="#">Muskegon-Norton Shores</a>
<a href="#">Sterling Heights</a>	<a href="#">48393</a>	<a href="#">Livingston</a>	<a href="#">MSA unknown</a>



Download to Excel



Download to PDF

Looking for a different statistic?  
Please [let us know](#).

### Sale Property Summary for Southfield, MI


Property Type	Listed	Average Asking	Average Actual	Total Size	Total Value
<a href="#">Industrial</a>	22	Local: \$56.88 PSF State: \$34.61 PSF	Local: \$15.86 PSF State: \$27.75 PSF	746,895 SF	\$32.4 million
<a href="#">Office</a>	41	Local: \$94.74 PSF State: \$89.01 PSF	Local: \$55.07 PSF State: \$86.18 PSF	981,961 SF	\$76.0 million
<a href="#">Shopping Center</a>	1	Local: \$135.71 PSF State: \$76.87 PSF	Local: N/A State: \$71.83 PSF	35,000 SF	\$4.8 million
<a href="#">Retail-Commercial</a>	4	Local: \$55.32 PSF State: \$59.34 PSF	Local: \$147.01 PSF State: \$61.28 PSF	31,185 SF	\$1.7 million
<a href="#">Vacant Land</a>	8	Local: \$4.82 PSF State: \$3.29 PSF	Local: N/A State: \$7.38 PSF	1.4 million SF	\$6.0 million



## ADDRESS HISTORY

The address history function will allow you to search the entire database for any property records that exist in the CIE database for a specific property. The search will return any active listings records along with any completed transactions for the specified address.

- From Market Monitor, select the **Look up Address** link located in the right-hand column of the page or select the **Search Properties** tab located under the CIE header.
- Enter the property address of the location you wish to search (Street Address, City, State).
- The Property Summary will display: Listings, Transactions, Demographic and Market Statistics.



**Michigan's Commercial Property Information Exchange**

Brought to you by **CBOK**  
In partnership with **MICHIGAN**  
Powered by **CATYLIST**

Home Search Properties Find a Professional My Listings My Account About CPIX Help Log Out

### Address Lookup

Enter an address below to access the history for the property including current listings, completed sale or lease transactions, etc.

Address:  [Lookup](#)

**2360 E Stadium Blvd**  
Ann Arbor, MI 48104

Currently Listed			
Location	Property Type	Price	Listed
2360 E. STADIUM BLVD, Ann Arbor, MI	Office For Lease	\$16 PSF (Annual)	6/24/2005

Transaction History					
Location	Property Type	Status	Reported	Price	Accuracy
2360 E. STADIUM BLVD, Ann Arbor, MI	Office For Lease	Leased	12/1/2008	\$14 PSF (Annual)	Unverified
2360 E. STADIUM BLVD., SUITE 19, Ann Arbor, MI	Office For Lease	Leased	4/1/2010	\$1,000 PSF (Monthly)	Unverified

#### Demographic Statistics

2000 Census

Proximity:	1 mile	3 miles	5 miles
Total Population:	11,910	100,940	175,547
Median Age:	38	26	28
Households:	5,164	40,876	70,407
Avg. Household Income:	\$89,762	\$60,906	\$66,867

[More Demographic Statistics](#)

#### Market Statistics

Property Type	Listed	Avg. Asking	Avg. Actual
Industrial For Sale	27	\$41.82 PSF	\$64.22 PSF
Industrial For Lease	64	\$6.37 PSF	\$22.15 PSF
Office For Sale	35	\$133.34 PSF	\$100.38 PSF
Office For Lease	295	\$16.78 PSF	\$31.25 PSF
Shopping Center For Sale	3	\$215.65 PSF	\$125.19 PSF
Shopping Center For Lease	24	\$15.08 PSF	\$14.69 PSF
Retail-Commercial For Sale	21	\$162.57 PSF	\$122.89 PSF
Retail-Commercial For Lease	71	\$16.28 PSF	\$33.54 PSF
Vacant Land For Sale	54	\$2.71 PSF	N/A
Vacant Land For Lease	1	\$0.72 PSF	\$1.44 PSF
Multi-Family For Sale	11	\$181.23 PSF	\$146.86 PSF
Hospitality For Sale	0	N/A	N/A
Farm/Ranch For Sale	0	N/A	N/A
Special Purpose For Sale	0	N/A	N/A


[More Market Statistics](#)

#### Additional Resources

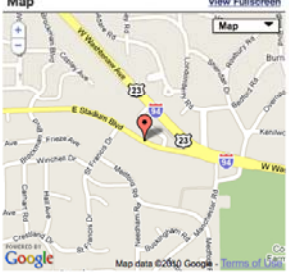
- [Additional Statistics for Ann Arbor](#)
- [Wikipedia entry for Ann Arbor](#)

Is there a source of local data you'd like us to link to here? [Let us know!](#)

#### Property Photos




#### Map



[View Fullscreen](#)

Driving Directions and Aerial Imagery:  
[Google Maps](#) | [Map](#) | [Ring Maps](#) | [Yahoo Maps](#)

#### Street View



[View Fullscreen](#)

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## CREATE REPORTS & BROCHURES

You must **Login** before you can create a report.

### To Create Reports

Reports assemble property listings into Adobe® PDF for print, email and fax and come in a variety of formats each containing varying amounts of information. Reports are used mainly for comparing several properties in one document.

- Click the check box next to each listing you wish to add to a report.
- Click **Create Report**.
- Choose a report format from the following options:

- Single Line Report
- Comparison Report
- Summary Report
- Full Page Report
- Data Sheet Report
- Multi-Page Report

- Click **Generate PDF**.

TIP: Once you have selected a report type, you may customize and rearrange some of the fields in the report's default layout by clicking the **Customize Report** button. Some reports allow you to determine the order in which listings are displayed, while others allow you to select which data fields appear, or which broker's information (your info or the listing broker's info) appears on the report.

- To open the report, click **View PDF Report**.
- To email the report as an attachment, click **Email PDF Report**.
- To print the report, click the printer icon in Adobe® Acrobat Reader.
- To save the report to your hard drive, click the save icon in Adobe® Acrobat Reader.
- Close Adobe® Acrobat Reader to return to the system.



## To Create Brochures

Brochures assemble single property listings into Adobe® PDF for print, email and fax and come in a variety of formats each containing varying amounts of information.

- Locate a property listing via property search, agent listings, listing ID, or listing catalog.
- Click the property name to select the property from the results list.
- TIP: Searching by listing ID will take you directly to the property listing overview.
- From property listing overview, click **Print Brochure**.
- Choose a brochure format from the following options:
  - Full Page Brochure
  - Data Sheet Brochure
  - Multi-Page Brochure

- Click **Generate PDF**.

TIP: Once you have selected a brochure type, you may customize and rearrange some of the fields in the report's default layout by clicking the Customize Report button. The customization options vary by brochure. Some brochures give you the option to select which data fields appear on the brochure.

- To open the report, click **View PDF Report**.
- To email the report as an attachment, click **Email PDF Report**.
- To print the report, click the printer icon in Adobe® Acrobat Reader.
- To save the report to your hard drive, click the save icon in Adobe® Acrobat Reader.
- Close Adobe® Acrobat Reader to return to the system.

## CREATE LISTING CATALOGS

You must first **Login** before you can create a listing catalog.

You can assemble and save a collection of listings in a catalog. The listings in this catalog can be rearranged, e-mailed, mapped, or used to create a report.

- Run a property search.
- From the search results page, select the listings you would like to add to your catalog by checking the box to the left of each listing or click the **Check All** box to select all listings on that page.
- Click the **Add to Catalog** button above the listing search results.
- Click the box labeled **Create New Catalog**.
- Enter **New Catalog Name** and **Description**.
- Click **Submit**.

## Adding Listings to a Previously Saved Catalog

- Following the process above, generate search results and click the **Add to Catalog** button.
- Choose the catalog(s) to which you would like to add the listing and click **Submit**.
- To view the listings within that catalog, click the catalog name.

## Managing Listing Catalogs

- From Market Monitor, click **My Catalog**
- To access listings within a catalog, click on the name of that catalog.
- To change the catalog name or description, click **Edit**.
- To remove a listing from a catalog, click the catalog name.
- In **Manage Catalog**, check the box located to the left of the listing and click the **Delete** button.
- To remove a saved catalog from your catalog menu, check the box next to the catalog name and click the **Delete** button.

## Map, Email, Create Reports or Export an Entire Catalog

- Check the box located to the left of the catalog.
- Click **Map**, **Email**, **Create Report** or **Export** in the Catalog navigation bar.

Home	Search Properties	Find a Professional	My CIE	My Listings	My Account	
<h3>Catalogs</h3> <p>Home &gt; User's Console &gt; Catalogs</p>						
Catalogs »	New	Delete	Map	Email	Create Report	Export
Description	Type	Created	Modified			
<input type="checkbox"/> <a href="#">Untitled Listing Catalog</a>	Empty	8/17/2006	8/17/2006	<a href="#">Edit</a>		
<input checked="" type="checkbox"/> <a href="#">LB Extract</a>	Listing	1/12/2007	1/12/2007	<a href="#">Edit</a>		
<input type="checkbox"/> <a href="#">temp test catalog</a>	Listing	8/17/2006	1/16/2007	<a href="#">Edit</a>		
<input type="checkbox"/> <a href="#">test cat</a>	Listing	2/1/2006	2/1/2006	<a href="#">Edit</a>		

## POST A “WANT/NEED”

Posting a “Want/Need” lets other agents know what you are looking for.

- Click **Post a “Want/Need”** located on your CIE home page or from Market Monitor.
- Complete all required information (indicated by a red asterisk\*).
- Click **Post a “Want/Need”**.

TIP: You can search previously posted wants and needs from the Post a Want/Need page. Click **Archive of Wanted Property** link at the top of the page.